

	Division:	Human Resources (HR)
	Title:	Standard Operating Procedures
	Procedure:	Retirement Return of Contributions
	Original Effective Date:	5/17/05
	Revised Effective Date:	

  

**Procedure:**

1. Employee must complete an "Application for Retirement Contributions Refund" (Form 5) and have it properly notarized. Complete instructions and form are available on pages 48-52 of the Retirement Employer Manual.  
  
<https://www.treasurer.state.nc.us/NR/rdonlyres/E5A766DA-ACE8-491F-93CB-26A9CC46F469/0/TSERSfinaldraft03212006.pdf>
2. The employer certification section of Form 5 must be completed by DHHS Payroll only if the member separated employment within the last six months or if terminated.
3. Send the original Form 5 to the Department of State Treasurer, Retirement Systems Division, 325 North Salisbury Street, Raleigh, North Carolina 27603-1385.